



PLANNING BOARD WORK SESSION

Monday, December 11, 2017 6:00 PM
Council Chambers, City Hall

MINUTES Approved 1/8/2018

Mr. Wahrlich called the meeting to order at 6:00 PM and asked for a roll call.

I. Roll Call

Present: Bruce Kolenda, Marlene Jordan, Marilyn Harris, David Putnam, James Short, Richard Wahrlich, Allen Damren (at 6:12 PM)

Absent: Nick Koloski, William Greenrose, Charlene Lovett

City Staff: Michael McCrory, City Planner

II. Review of Minutes

- November 27, 2017

Motion: To accept the minutes of November 27, 2017 as complete

Made by: Mr. Short **Second:** Ms. Jordan

Vote: Unanimous in favor

III. Rules of Procedure

Mr. McCrory said he had incorporated most of the changes to the Rules as requested at the previous meeting. The statutory references are not yet complete. He reviewed the changes with the Board.

Some slight changes in the wording in Article VI (1) were made to read:

Members may also research or investigate general information not related to an existing or ~~future~~ pending case to be heard by the Board. If a question ~~pertains~~ pertaining to a matter before the Board, then the member shall ~~to~~ follow "Fact Finding and Requesting Information", in Article V: Meetings, above.

Mr. McCrory sought legal advice on the matter of concurrent service. It appears a strict interpretation of RSA 673:7 is required.

(Mr. Damren arrives.)

Article II, B (3) was changed to read:

Each newly appointed (including or re-appointed) ...

Article V, B (9) (D), last sentence, is to become Article V, B (10).

Mr. McCrory had received an email from the Mayor containing the Mayor's comments about and suggestions for the Rules. Mr. McCrory and the Board addressed each item. (A copy of the Mayor's email is to be distributed to each of the Board members.)

Article XII 1. Suggestion: Normally when asking to suspend the rules, it is done by a 2/3 vote of those present. So, suggest changing unanimous with 2/3rds.

Charlene Lovett
Mayor, City of Claremont
603-504-6273

On Monday, December 11, 2017, Charlene Lovett
<clovett.ccc@gmail.com<<mailto:clovett.ccc@gmail.com>>> wrote:

A couple of more things:

Article III:1.A. In my opinion, the Chair has the responsibility of coordinating and approving agendas with City staff and the Secretary. The identification of the final decision making authority is important when crafting rules of procedure. Leaving that entity unidentified opens the door for possible conflict.

Question: When we say City staff, who is that? Again, the rules should help all future Chairs navigate the process and City staff is very ambiguous.

Article III:1.C. Suggest changing the addition to read "Other members shall refer inquiries regarding Board business to the Chairman or the Planning and Development Office. I don't think we would be directing media inquiries to the Secretary.

1. It was agreed to change Article II, B(6)(a) as follows: *Any member unable to attend a meeting shall notify the Secretary ~~and~~ or City Staff as soon as possible, ~~and~~. If this will result in no quorum, the Secretary/City Staff shall notify the Chairman.*
2. It was agreed that City Staff and Secretary are redundant.
3. The matter of attendance was discussed at length. It was agreed that the Rules should formalize the expectations, but in practice, it is up to the Chair to decide on the course of action. No changes to the Rules were made.
4. It was agreed to remove the word Secretary from Article III (1)(C).
5. City staff is defined as the Planning and Development Department staff.
6. Article XII was discussed at length. It was agreed to add the words, *as long as it doesn't violate State law* to the end of the sentence. A unanimous vote will still be required to suspend the Rules.

It was agreed to stop the discussion at this point so as to convene the regular meeting at 7:00 PM.

The work session reconvened at 7:45 PM.

The discussion turned once again to the article on suspending the Rules, but ultimately no changes were made.

Motion: To accept the new Rules of Procedure with graphical editing with no change in content.

Made by: Mr. Putnam **Second:** Ms. Jordan

Vote: Unanimous in favor

IV. Master Plan

- Draft Final Complete Plan (distribution only)

Mr. McCrory distributed to the Board the final review draft of the Master Plan. Individual chapters will be uploaded to the City's website within the next week. A public hearing will be scheduled for January 22nd. The Plan could be adopted the night of the hearing.

V. Reports from Boards and Commissions

There were no reports.

VI. Other

Motion: To cancel (with much glee) the meeting scheduled for December 27th.

Made by: Mr. Putnam **Second:** Mr. Short

Vote: Unanimous in favor

The next meeting will be on January 8, 2018.

VII. Correspondence

There was no correspondence.

VIII. Adjournment

Motion: To adjourn the meeting

Made by: Mr. Putnam **Second:** Ms. Jordan

Vote: Unanimous in favor

The meeting adjourned at 7:57 PM.

Respectfully submitted,
deForest Bearse